

United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION
Chicago, Illinois

2. POSITION NUMBER

N-819-142

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position

Official
Allocation

b. Title

Environmental Engineer

c. Service

GS

d. Series

819

e. Grade

14

f. CLC

119

4. SUPERVISOR'S
RECOMMENDATION

Environmental Engineer

GS

819

14

5. ORGANIZATIONAL TITLE OF POSITION (if any)

Environmental Engineer

6. NAME OF EMPLOYEE

Michael J. Mikulka

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. Environmental Protection Agency

b. Land and Chemicals Division

c. Remediation and Reuse Branch

d.

h. EPAYS Organization Code 90576101

8. SUPERVISORY/MANAGERIAL DESIGNATION

[S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.

[A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

[M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

[B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

[N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Jose G. Cisneros, Chief

Remediation and Reuse Branch

d. Typed Name and Title of Second-Level Supervisor

Margaret M. Guerriero, Director

Land and Chemicals Division

b. Signature

Jose G. Cisneros

c. Date

3/10/08

e. Signature

Margaret M. Guerriero

f. Date

3/10/08

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. Fair Labor Standards Act

☐ Nonexempt ☒ Exempt

c. Functional Code

9A

d. Bargaining Unit Code

0012

e. Check, if applicable:

☒ Medical Monitoring Required

☐ Extramural Resources Management Duties (% of time)

f. Signature

Jose G. Cisneros

g. Date

3/12/09

11. REMARKS

PD updated 3/13/09

SENIOR ENVIRONMENTAL ENGINEER/SCIENTIST
GS-819/1301-14

INTRODUCTION

Serves as senior technical advisor on the staff of the Remediation and Rouse Branch (RRB) in the Land and Chemicals Division (LCD) with specific responsibility for: developing, proposing and enforcing hazardous waste requirements under the Resource Conservation and Recovery Act (RCRA); assuring the adequacy and validity of scientific, economic and technical data and findings used as support for enforcement and corrective action proceedings; gathering, developing and analyzing data and background information basic to the review and periodic revision of the hazardous waste regulations; planning, coordinating, managing, and/or overseeing corrective action work at facilities subject to RCRA; and developing technical information required to determine if a generator, transporter, or disposer of hazardous wastes is or was in compliance with applicable rules, regulations and guidelines at any point in time; and determining the appropriate steps to be taken by those in noncompliance in order to establish compliance with applicable federal requirements for the control of hazardous wastes, including site-wide corrective action.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as a nationally recognized expert in the field of using enforcement authority to compel investigation and environmental cleanup (corrective action), especially of surface water bodies and sediments, with particular emphasis on the Grand Calumet River basin and related areas in northwest Indiana and the greater southeast Chicago area. May review work of other U.S. EPA scientists or engineers who manage particular corrective action orders involving surface water bodies and sediments.
2. Provides authoritative advice and consultation to agency and/or contract technical personnel on problems of a highly technical nature pertaining to new and novel areas for which there are no established guidelines, criteria or specifications relating to implementation of the Region 5 RCRA hazardous waste control program. Directs contractual efforts to assure that Federal funds are properly expended and that the technical product resulting from such expenditures is appropriately matched to the needs and requirements of the agency.
3. Leads on highly complex sites in negotiating with companies, coordinating with state and EPA personnel, overseeing technical work, and determining efforts to be conducted to achieve completion of corrective actions. Performs work involving the planning, coordinating, managing, and/or overseeing of RCRA hazardous waste facilities under RCRA legislation through corrective action. Serves as a RCRA Facility Manager responsible for planning, coordinating, managing, and/or overseeing RCRA hazardous waste facilities that are some of the most difficult and complex encountered, may have precedent-setting aspects. Evaluates the facility owner/operators investigations, studies, and plans for adequate identification and measurement of public health and environmental threats and appropriateness of proposed remedies. Coordinates and oversees the contributions of other federal, state and local officials pertaining to the site. Monitors owner/operators performance for compliance with schedules and other requirements. Manages the schedule of scientific /engineering, contractual, management and informational documents. Prepares decision documents on behalf of the Agency. Performs necessary community relations activities.
4. Evaluates technical data and information provided by contractor, industry, the public, and regional program staffs and reviews hazardous waste control requirements to determine the impact of wastes on the environment as well as reviewing the economic and overall cost impact on the industry.
5. Reviews and evaluates alternative and sometimes conflicting engineering treatment or control techniques of an advanced nature for their effectiveness and efficiency and suggests technical

requirements necessary to support the objectives of the situation at hand. Identifies discrepancies or inadequacies in scientific and technical reports. Resolves problems and recommends solutions concerning priority of operational needs, coordination, and investigation and planning.

6. Maintains current knowledge of advanced technology as it directly relates to the treatment, storage and disposal of hazardous waste and contaminated environmental media.
7. Directs extensive data and analysis surveys and reviews and evaluates related technical data, applying information received to update and revise the guidelines and standards or amend studies currently underway.
8. Provides technical consultation to other federal enforcement officials, regional counsel, and state officials, serving as an authoritative source of expertise in hazardous waste treatment technology and control. Provides general technical consultation and guidance within and outside the agency.
9. Provides technical assistance to the Office of Regional Counsel or the Department of Justice in (1) developing administrative or judicial complaints or briefs filed with the Regional Hearing Clerk or in any Federal District Court to enforce a hazardous waste regulation or requirement and (2) the formulation of injunctive relief involving hazardous waste treatment, storage, or disposal or corrective action technology. Evaluates issues raised by respondent or defendant in enforcement cases and develops the agency's technical responses to the motions and briefs.
10. Develops technical data and information on the types and amounts of potentially hazardous constituents present in solid and hazardous waste and contaminated environmental media, and the methods and costs for treatment and control.
11. Keeps abreast of new methods and developments in specialty fields as they affect the program area and, as requested, advises appropriate officials of progress and difficulties encountered. Keeps informed of activities and programs of professional and scientific societies related to hazardous waste management and provide this expertise to project managers.
12. Consults and coordinates with scientists, engineers, economists, and lawyers in the agency and those of other agencies who are considered experts in order to maintain consistency across programs and the Agency. Contacts representatives of public and private agencies and groups at the Federal, state, interstate, and local levels to exchange useful information on progress in the field and to assure compatibility with similar programs being conducted by other agencies.
13. Participates in interagency meetings or conferences as an authority in specialty area. Participates in meetings or conferences within the agency to plan cooperative activities and devise concerted approaches to problems.
14. Performs other duties as assigned.

Factor 1, Knowledge Required by the Position

- Mastery of advanced engineering concepts in the area of hazardous waste control which enables the engineer to (1) provide expert advice and consulting services to industry and contractor representatives, who are generally experts and consultants themselves; (2) apply experimental theories and new engineering developments to hazardous waste problems not susceptible to treatment by accepted methods; and (3) make recommendations significantly changing, interpreting, or developing important hazardous waste enforcement public policies or programs.
- Knowledge and skill to serve as an expert witness in court cases on the state-of-the-art and economic feasibility of enforcing a hazardous waste rule; and to advise on the acceptability of a variety of technologies in meeting applicable requirements.

- Knowledge and skill to evaluate the impact of a range of hazardous waste control options which may be imposed on a broad variety of industrial sectors, taking into account: (1) the limits of current technology, (2) the cost associated with requiring different levels of control, and, (3) the limitations of individual companies or groups of companies in meeting a specific standard.
- Familiarity with methods and procedures involved in the compilation of technical findings presented and in determining the acceptability of procedures of specific standards being challenged in enforcement actions contemplated or filed by the agency in a judicial or administrative court.

Factor 2, Supervisory Controls

The Remediation and Reuse Branch Chief provides administrative direction with assignments in terms of broadly defined missions or functions related to hazardous waste management in the region. Specific work and deadlines are occasionally dictated by judicial decision. The engineer has responsibility for planning, designing and carrying out programs, projects, studies, or other work independently. Technical decisions are considered as authoritative and are accepted without significant change. The engineer coordinates the work of engineering experts working for contractors with that of expert (in-house) engineers and interprets agency policy for those experts as the need arises. Keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications of the work.

Factor 3, Guidelines

Within broad policy guidance, the engineer develops solutions to the most complex or unusual problems dealing with hazardous waste control in the land and aquatic environment. The engineer adapts and interprets existing state-of-the-art guides within the scope of new, as well as anticipated, regulations, policies and court decisions to counter arguments from each side of the issue. The engineer uses considerable judgment and ingenuity in interpreting and adapting guides that exist and in developing new and improved hypotheses, approaches, or concepts not previously tested or reported in the literature of the field. Responsibility also exists to develop material to supplement and explain existing agency headquarters guidelines.

Factor 4, Complexity-Level

Assignments concentrate on the limitations of proven concepts and practices in the treatment or removal of hazardous constituents from contaminated industrial and municipal sites, including in-place pollutants in streams, major rivers, and the Great Lakes. Problems, on the one hand, include economic constraints of industry, the state-of-the-art of treatment technologies, and integration of this segment of pollution control into the broader concept of all pollution sources. On the other hand, public interest, fueled by environmental groups, demands that the ultimate goal of no pollution be attained within the reasonably foreseeable future. The engineer is therefore working in a complex area, with socioeconomic implications, under close public scrutiny, and is responsible to the affected parties and communities for decisions rendered. Analysis, as envisioned at this level, is carried to the point where either a solution is delivered on the problem at hand, or alternative further projects (pursued concurrently or sequentially with the support of other within or outside the agency) are initiated to alter standard concepts or theories, the objectives, and/or previously formulated requirements and criteria. Assignments generally require several phases to be pursued concurrently or sequentially with the support of others within and outside of the RRB.

Factor 5, Scope and Effect

The engineer plans and conducts major projects within the region. The purpose of the work is to resolve critical problems associated with protective technologies for hazardous waste management or for cleanup of the environment contaminated by past or present waste management practices. The work will involve developing new approaches or methods for use by other engineering specialists. Serving as a consultant or project coordinator, the engineer provides strategic advice and guidance to state and local officials,

managers and other engineers within or outside the Agency, covering a broad range of engineering activities. Results of the work affect the work of engineering experts both within and outside the agency.

Factor 6, Personal Contacts

Personal contacts are with top engineering and scientific experts of consulting engineering firms and private industry and with counterpart engineers and scientists and high-ranking decision-makers in other Federal agencies, state or local governments, and public interest groups. Participates in interagency meetings or conferences as an authority in hazardous waste treatment, storage, disposal or corrective action technology.

Factor 7, Purpose of Contacts

As a technical consultant to government personnel in enforcement proceedings (e.g. expert witness in court), the engineer is called upon to justify and defend highly significant and controversial engineering matters. In meetings with industrial representatives, the engineer represents the agency in an attempt to negotiate and settle controversial approaches to hazardous and solid waste management requirements.

Factor 8, Physical Demands

The work is principally sedentary, but requires regular and recurring construction and field inspections, investigations or surveys in which there is a considerable amount of walking, stooping, bending and climbing. Site inspections also require use of appropriate PPE such as a hard hat, safety glasses, steel-tipped work boots and a full-face air-purifying respirator. On these site visits, the incumbent may be required to carry equipment weighing up to 50 pounds. The duties of this position require the employee to be physically able to perform the work and use the personal protection equipment described above.

The employee must participate in the Region's medical monitoring program in accordance with EPA Orders. Fitness for duty will be determined through this program. The employee must operate a motor vehicle and possess a valid state driver's license.

Factor 9, Work Environment

Work is usually performed in an office setting which involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated.

When in the field, there may be occasional exposure to moderate risks or discomforts experienced at hazardous waste sites, including noise, high or low temperatures, adverse weather conditions, and exposures to a variety of irritant or hazardous chemicals for which PPE are required.

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION <i>Traverse City, MI</i>		2. POSITION NUMBER	
3. CLASSIFICATION ACTION - a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. C.L.C.
Official Allocation	Environmental Engineer	GS	819/1301	14	175/119
4. Supervisor's Recommendation	<i>On-Scene Coordinator</i>	<i>GS</i>	<i>819</i>	<i>14</i>	<i>352</i>
5. ORGANIZATIONAL TITLE OF POSITION (if any) <i>On-Scene Coordinator</i>		6. NAME OF EMPLOYEE <i>Ralph Dethlefs</i>			
7. ORGANIZATION (Give complete organizational breakdown)		c. Emergency Response Section 2			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 5		g.			
c. Superfund Division		h. Employing Office Location <i>Chicago, IL</i>			
d. Emergency Response Branch 1		i. Organization Code <i>90592800</i>			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION - I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <i>GRB1SFD</i> Carl Norman, Acting Chief, Emergency Response Section 2		d. Typed Name and Title of Second-Level Supervisor Jason H. El-Zein, Chief, ERB1, SFD			
b. Signature <i>Carl Norman</i>	c. Date <i>6/10/13</i>	e. Signature <i>Jo - El-Zein</i>		f. Date <i>6-6-13</i>	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	
f. Functional Classification Code <i>94</i>					
g. Bargaining Unit Code <i>1050</i>	h. Check, if applicable: <input checked="" type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<i>25</i> % of time) <input checked="" type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature <i>Previously classified by B</i> <i>Harmon 1/04</i>		j. Date <i>6/10/13</i>
11. REMARKS					

**Environmental Engineer/Scientist
(On-Scene- Coordinator)
GS-401/819/1301-14**

I. INTRODUCTION

This position is located in Traverse City, MI. The incumbent serves as an On-Scene Coordinator responsible for responding to threats to public health and/or the environment pursuant to the National Contingency Plan (NCP) 40 Code of Federal Regulations (CFR) Part 300 with responsibility for emergency and removal response activities under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the Oil Pollution Act (OPA) and the Clean Water Act (CWA), Presidential Decisions Directives (PDD) and in accordance with appropriate laws, regulations, Executive Orders, as required. The incumbent has unique authorities/responsibilities within the federal government to both approve an action and procure necessary resources to implement these actions.

The work of this position is multi-media in nature and the incumbent has responsibility for preventing, and/or mitigating the health and environmental hazards resulting from 1) sudden and unexpected or intentional releases or discharges of oil and hazardous substances, pollutants or contaminants, including releases of biological, chemical and radiological agents and 2) uncontrolled hazardous waste sites, either individually or as a team member. These pollutants can spread from a variety of sources such as industrial, manufacturing or storage facilities through the physical environment (i.e. land or water) into plant life, the food chain and people, if left unmitigated. Consequently, this is an interdisciplinary position which can be filled by an individual with a professional background in the life or physical sciences or in environmental engineering. In this capacity, the incumbent performs the following:

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as a nationally recognized technical expert on emergency response and removal actions. The expert provides technical oversight of other staff members involved in various aspects of emergency response or removal activities. The expert serves as a leader and mentor to other staff members providing on-the-job training assignments and rotation opportunities for learning by example. Responds and/or directs response on an emergency basis, applying expert knowledge of life science/environmental engineering/environmental science in order to mitigate accidental releases of hazardous materials. Identifies and implements innovative or alternative treatment technologies and techniques to be used in the cleanup of hazardous materials. The innovative or alternative treatment technologies are usually precedent setting and are frequently used across the Agency in similar responses. Many of these releases present an immediate, critical threat to public health through extreme exposure rates; on, and off-site migration; imminent fire/explosion threat; extreme threat or damage to

environmentally sensitive areas and/or endangered species on sites which may be large or complicated by multi-media problems (e.g., air, groundwater, and surface water). These multi-media problems may transcend State, Regional or international boundaries, as well. Actions are carried out consistent with the NCP, CERCLA/SARA, Stafford Act, other standards and EPA guidelines.

2. Responsible for administering and resolving complex program and project issues which require unusual understanding of major environmental emergencies which directly impact population centers or major industrial areas and have large scale ecological impact.

Based on the incumbent's expertise, maintains 24-hour readiness for mobilization to an emergency, during specific time periods, as required. When dispatched, incumbent will mobilize to the scene of release and determine EPA's role in responding to the incident. The incumbent independently determines whether the action needed is emergency, time-critical, or non-time critical, by considering the probable direction, migration rate, nature, amount and location of the contamination, as well as the potential impact on human health and the environment.

3. The expert provides technical assistance to other government agencies, state, Tribal and local components on containment, cleanup and/or treatment of Category IV oil and/or hazardous materials environmental emergencies which are controversial, precedent-setting situations. Serves as an authoritative source of expertise on cleanup technologies and techniques for unusual biological and chemical agents, and other contaminants, e.g., anthrax, and asbestos. Leads workgroups, that transcend regional boundaries, in the development of national policies on such issues as Health and Safety, Medical Monitoring programs, biological or radiological cleanup and treatment, and chemical spills and treatment. The expert evaluates divergent professional opinions affecting environmental policy issues and defines feasible options, including consequences of their adoption. The effects of advice and influences of the advice give contribution to the advancement of treatment technologies and techniques, as well as the politics concerning redevelopment of the site. Serves as the predesignated official for directing all response efforts at a spill of oil, hazardous substances, pollutants or contaminants, including intentional releases of biological, chemical and radiological agents. Independently determines whether the incident requires immediate action and if so, exercises appropriate delegated authorities (including contracting/procurement authorities) which may include but are not limited to approving emergency Fund-lead actions; issuing verbal task orders and delivery orders; directing all federal, state, or private actions at oil discharges that pose or may pose a substantial threat to public health or welfare of the United States.

4. Under the Clean Water Act, independently makes determinations as to whether a response is necessary to mitigate impacts of an oil discharge. If response is warranted, the OSC orders the responsible party (RP) under applicable laws and regulations. If the RP efforts are inadequate the OSC takes appropriate

response actions and notifies the RP of potential liability for federal response costs. Provides assistance for enforcement actions, provides technical review and oversight of PRP activities, provides technical support for enforcement actions, and supports CID and law enforcement officials with criminal investigation efforts, which may include counter-terrorism-related environmental incidents (performs a similar role with respect to CERCLA in duty #5.)

5. Under CERCLA, performs enforcement or enforcement-related duties, at both fund-lead and enforcement lead removal responses, which support other enforcement actions or future cost recovery. Prepares and negotiates enforcement orders. Provide expert technical assistance to the Department of Justice in developing cases for prosecution.

6. Serves as the duty officer, providing coverage for the 24-hour emergency response telephone, with responsibility for assessing the nature of the incident and deploying an OSC, as appropriate, for oil or hazardous substance spill reports received through the National Response Center (NRC); federal, state, or local response agencies; and independent sources within the region, as required. This includes providing preliminary advice to the reporting party, independently determining the appropriate level of response, and notifying and coordinating with federal and state Natural Resource Trustees regarding spill occurrences and site activities impacting natural resources.

7. Serves as a warranted Contracting Officer with contracting authority. Exercises procurement authority in accordance with the specific terms of the Delegation of Procurement Authority (DPA) from the EPA Office of Acquisition Management. Maintain certification through continuing education, as required by law. Incumbent devotes approximately 20% of time to contract management duties. Maintains certification of and uses warrant authorization to enter into delivery orders and contracts for the procurement of services necessary to implement removal responses including: verbal and written delivery orders; orders for services contracts; letter contracts with state and local governments; and notice to proceed procurements.

8. The expert conducts studies on complex scientific or engineering problems that are a result of environmental emergencies, time-critical removal actions and/or natural disasters. Develops a strategy, plan, and schedule for implementing a removal response and determines appropriate authorities. Identifies and characterizes the nature and extent of the release and selects the alternatives for treatment and/or disposal to mitigate the release. Manages and directs all on-site resources and activities involved with the removal process to ensure safe and expeditious completion of the work. Incumbent responsible for planning and evaluating long range programs to determine changing conditions; develops and implements new approaches to effectively continue removal actions.

9. The expert is responsible for managing and tracking field operations to assure response actions are appropriately staffed with all levels of OSCs in an effort to manage Region-wide deployment to environmental emergencies, time critical removal actions and/or natural disasters. Secures site access and coordinates site activities with all involved parties, including site owners, potentially responsible parties (PRPs), other EPA programs, and federal, state, tribal and local agencies. Prepares and maintains the necessary documentation for the initiation, continuation, and completion of a removal response. The expert is responsible for managing resources available for response actions and recommending future resource needs or viable alternatives to meet program goals.

10. The incumbent is authorized to conduct official investigations and inspections pursuant to all federal laws administered by the US EPA. These may include compliance inspections as well as release investigations..

11. Serves as a national technical expert in providing information and approaches for experts in other agencies, e.g., DOJ, USDA, USPS, etc. Reviews and analyzes scientific literature and confers with other government and industry experts, and other experts in the life sciences, engineering sciences or physical sciences in order to ascertain technical implications of EPA decisions on hazardous waste, soil, sediment, and ground water issues. Integrates technical information from these sources into the analytical and decision-making process as part of determining innovative approaches to difficult site technical problems.

12. May serve as a primary Agency spokesperson for public meetings, press conferences. This involves contact with the public, news media, regulated community, and other government agencies concerning the nature and status of removal responses. Responds to public, other agency and EPA Regional inquiries concerning assessment and cleanups at hazardous waste sites. Prepares and delivers presentations and briefings for conferences, public interest groups, industry and government. Acts as official EPA representative, addressing community concerns, facilitating public understanding and soliciting citizens comment regarding removal response- related issues which may be complicated by fear, mistrust or lack of cooperation on the part of the citizenry and which may result in high profile or hostile conditions, requiring tact and diplomacy on the part of the incumbent in representing the Regional viewpoint. Provides technical support and expert testimony in courts or other judicial bodies, such as administrative hearings, and gives depositions. Litigation may result from cleanup activities that may have impact on future industry practices.

13. May participate in national and regional workgroups or task forces involved in examining ways of enhancing or improving the OSC functions, including readiness issues. Serves on OSC Readiness Training Boards, developing instructional and training materials as well as teaching advanced classes for OSCs.

Analyzes the issues involved or changes under consideration, and works with other group members to build consensus on recommendations and options for management consideration.

14. May be required to perform planning, prevention, and preparedness activities in accordance with appropriate Presidential Decision Directives (PDDs), laws, regulations, Executive Orders. This may include preparing for the health and environmental hazards resulting from intentional releases of biological, chemical and radiological agents or declarations made under the Stafford Act. Plans exercises to provide experience to OSCs, local law enforcement groups, Coast Guard, etc., on how to handle a variety of complex events. The exercises provide simulated responses to biological and/or radiological releases, chemical spills and other contaminants. The experiences gained as a result of these exercises may mean the difference of life and death to the people involved with or impacted by an actual emergency. Facilitates and leads the development of Regional Contingency Plans (as required under the NCP 300.210) with representatives of state, local and tribal governments. Where EPA Region includes states which border Canada or Mexico, this planning process includes representatives of those countries. The OSC is delegated signature authority for approval of Area Contingency and Facility Response Plans. Plans and leads drills and exercises to test and improve their effectiveness.

15. May be required to perform duties in response to man-made and natural disasters under the Federal Response Plan, including the preparation and planning of the response activities of Emergency Support Function (ESF) 10 activations, representation of EPA at the Regional Response Center (RRC), Disaster Field Office (DFO), and Regional Operations Center (ROC) during ESF-10 activations, and coordination with state responders. The incumbent may also take actions under the Federal Radiological Emergency Response Plan (FRERP) and other Anon- traditional@ emergency plans.

16. Performs other related duties as assigned.

CONDITIONS OF EMPLOYMENT

This position:

- \$ is subject to random drug testing
- \$ requires a high level security clearance
- \$ is subject to medical monitoring
- \$ requires the incumbent to be able to properly wear and use a respirator
- \$ requires the employee to travel more than 10 days a month

Factor 1 Knowledge Required by the Position Level 1-8 1550 Points

The position requires mastery of the principles, theories, concepts and methodologies found in the life science, environmental engineering or physical science fields sufficient to apply new developments and experienced judgment, as a technical authority, to solve novel or obscure problems in the areas of environmental emergency response, uncontrolled hazardous waste site response and/or chemical releases. This position requires a thorough knowledge of the various types of chemical contaminations and possible threats and effects on humans and the environment.

It requires the skill to extend or modify existing techniques and develop new approaches for use by others in solving a variety of problems related in the area of emergency response. These knowledges and skills are employed in the design of field surveys and studies at uncontrolled hazardous waste sites and environmental emergencies in order to develop information necessary to determine the degree of risk or extent of contamination involved, environmental assessments at hazardous materials spills or incidents and to develop and conduct waste management sampling and removal/remedial activities. Knowledge and skill to evaluate techniques and technologies for use at hazardous waste sites to assess the impacts of the hazardous releases and their impact on human health and the environment. Incumbent in this position also requires a familiarity with the principles and theories found in related fields such as geology, hydrology, chemistry, and statistics.

The position requires knowledge of safety issues and problems and the ability to recognize and take steps to protect investigators from contamination of potentially hazardous materials. The position requires training in the proper use of a variety of protective equipment, including self-contained breathing apparatus.

Incumbents of this position are also required to possess knowledge of contract negotiation and contract administration as required under the OSC Warrant for scientific and labor services while on site.

Factor 2. Supervisory Controls Level 2-5 650 points

Incumbent receives general guidance as to timing, objectives and resources for the program from the supervisor. Assignments are usually broad in nature, and the incumbent has wide latitude in terms of responsibility for planning, designing and implementing solutions for site clean up and the alleviation of damage caused by hazardous substances. Usually during the initial phases of a Level IV emergency response there is no concurrence from either the supervisor or contracting officer as the OSC is completely responsible for protecting human health and the environment. This includes the responsibility for up to \$250,000 contracting warrant authority should the circumstances require for response during classic emergencies and planning the goals and objectives for a particular response site and for independently carrying them out, including the development of technical approaches and independently coordinating with other scientists, engineers, representatives of State, local or Tribal entities, and potentially responsible parties. The incumbent keeps supervisor informed of any major problems or controversial issues on site. Employee keeps the supervisor informed of progress; recommendations and decisions of the employee are accepted as technically sound. The effects of advice and influences of the advice give contribution to the advancement of treatment technologies and techniques, as well as the politics concerning redevelopment the site.

Factor 3 Guidelines Level 3-5 650 points

Guidelines are in the form of Federal statutes and regulation (e.g., CWA, OPA, CERCLA, RCRA, and the Stafford Act) the National Priorities List, the National Contingency Plan; various Federal, State and local regulations; and EPA policies and standards, in addition to broad agency policy, and professional scientific and/or engineering training and experience. Because of the nature of Level IV sites, the OSC must exercise considerable judgement and ingenuity in interpreting and adapting guides that exist and in the development of new treatment technologies and techniques. The OSC is recognized as a technical authority and is called upon to lead national workgroups in the development of nationwide standards and procedures, and also represents the Agency in consulting with foreign governments. The employee also has access to EPA historical information on proven remedies for site clean up. Litigation may result from cleanup activities that may have impact on future industry practices.

Factor 4 Complexity Level 4-5 325 Points

Work assignments involve varied complex technical duties, including problem analysis, often with limited data available as to the type and extent of human threat and environmental contamination. The OSC may be faced with a vast number of complex, unknown issues which, if improperly evaluated, could result in significant adverse impacts to human health and the environment. In addition these evaluations may need to be made on the spot with little or no consultation; for example, a significant and rapid airborne release of an highly toxic chemical. This is especially true when dealing with responses related to terrorist activities. The OSC has extensive knowledge of related fields of science such as chemistry, hydrology, biology and geology which may be adapted to the development of

solutions suitable to the variables associated with each unique response site and the coordination of removal and disposal of hazardous substances; and budgetary limitations regarding costly, necessary clean up activities. The clean up process is also complicated by interaction with State and local political officials and agencies, negotiations with potentially responsible parties and contractors, the presence of television and print media, and various special interest groups.

Factor 5 Scope and Effect Level 5-5 -325 points

The primary purpose of the position is to lead teams of OSCs, develop and implement practical and effective solutions for clean up of contaminated sites, removal of hazardous materials, and mitigation or damage to the environment anywhere in the United States. Provides expert advice and guidance at Level IV sites to engineers and scientists on the protection strategies for human health and the environment. The employee provides advice on complex and unusual physical, environmental or engineering aspects of studies and investigations on human health risk by identifying, quantifying the nature of the incident, along with guidance and coordination for contractors and potentially responsible parties. The OSC is often called upon as an expert witness in litigation against PRPs and serves as consultants to DOJ in developing the strategy for prosecuting multi-million dollar cases. The results of their efforts in Class IV sites, impacts lives of people across the country and impacts the viability of whole industries. The work of the position affects and facilitates the work of entities contracted to test and clean up a site, potentially responsible parties, and the Region in which this position is located. The decisions that the OSC makes can have a significant or even continuity of life consequences on the OSC, their contractors, fellow responders and innocent public. The work helps to ensure that Federal, State and local laws are upheld; that the work is in compliance with Federal regulations; that the site sustains no further damage; and that the damage does not spread to other environments. Makes day to day decisions that affect the economies of cities and their citizens, e.g., rebuilding roads, moving bridges and other infrastructures, replacing furniture, cars and other household items.

Factor 6 Personal Contacts Level 6-4 110 points

Personal contacts are with top scientific, technical and engineering personnel, officials of Agency Headquarters and Regional offices, officials and professionals of other Federal, State and local agencies, industry representatives, members of congressional committees, and fellow members of national societies, special interest groups and foreign governments. Incumbent often serves as the spokesperson and representative to the media which requires essential communication skills and judgement to keep from creating panic from the public at large (Agency image and ability to work on the site).

Factor 7 Purpose Contacts Level 7-4 220 points

The primary purpose of the position is to coordinate and direct response, cleanup, and removal activities at Level IV sites. These sites involve highly significant and

controversial matters. The purpose of other contacts is to provide expert opinions and advice to team members including members from other Federal Agencies where policy and science are being developed on the spot. In addition to exchanging factual information, the purposes of these contacts are to discuss problems and potential solutions, explain the data obtained; negotiated or influence individuals who generally have conflicting opinions; and to ensure that contractor work is following the agreed upon work plan. The incumbent's approach must be skillful and directed toward establishing a cooperative atmosphere conducive to open communication and to the expression and acceptance of plans and decisions, in order to ensure compliance with Federal, State, and local laws and with negotiated agreements.

Factor 8 Physical Demands Level 8-2 20 Points

The work requires overnight travel, extended work shifts (e.g. 12 to 18 hours, or more) during major emergency response or removal operations. The work requires a large amount of walking, climbing, running, bending, stooping, lifting, and pulling possibly under adverse conditions, including the rescue of a team mate all while wearing a variety of protective clothing which can include self-contained breathing apparatus.

Factor 9 Work Environment Level 9-2 20 Points

Work is both in an office and a field setting. While on site in the field, the employee may be exposed to unfavorable weather conditions and rough terrain. The work may involve regular and recurring exposure to moderate risks or discomforts that require special safety precautions particularly where there is risk of exposure to hazardous and toxic substances, radioactive materials or other pollutants. The employee is required to use protective clothing and equipment (i.e., gloves and face masks) and may occasionally be required to use full body suits and supplied air (Level A.)

Total Points= 3870 = GS-14

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>Ralph Dollhopf</u>	<input type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number _____	<input type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Environmental Engineer - OSC</u>	<input checked="" type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>0819 / 14</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>SFD/ERB1/ERS2</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature Carl W. Wama Date 6/14/13

Personnel Specialist's Signature W. W. W. W. Date 7/16/13

Part 1. Contracts Management Duties

Pre-award:

- ☐ Plans Procurements
- ☐ Estimates Costs
- ☒ Obtains funding commitments
- ☐ Prepares procurement requests
- ☐ Writes statements of work
- ☒ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☒ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (list) _____

- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☐ Defines scope of work for work assignments
- ☐ Approves payment requests of ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list) _____

Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes-out payments
- ☐ Performs cost accounting
- ☒ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list) _____

Post-award:

- ☐ Prepares delivery orders
- ☐ Reviews contractor work plans
- ☐ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

Percentage of Time Spent on Contracts Management

25 %

Continued

Part 2. Grants/Cooperative Agreements Duties**Pre-application/Application:**

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☒ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☒ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☒ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☐ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

☐ Advises Grants Management Office of potential problems/issues

☒

☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions

☐ Approves payments requests or ACH drawdowns

☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office

☐ Negotiates amendments

☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)

☐ When necessary, recommends termination of the agreement

☐ Resolves with Grants Management Office administrative and financial issues

☐ Conducts periodic reviews to ensure compliance with agreement

☐ Other (list)

Close-out:

☐ Certifies deliverables were satisfactory and timely

☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out

☐ Reconciles payment with work performed

☐ Notifies recipient of close-out requirements

☐ Obtains legal assistance if necessary to resolve incomplete close-out

☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations

☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management

3 %

Part 3. Interagency Agreements Duties**Pre-Agreement:**

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☒ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☒ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

☐ Monitors cost management and overall technical performance

☐ Participates in decisions about project modification/termination

☐ Conducts periodic review of Superfund State

☐ Contracts payments receipts (Superfund only)

☐ Inspects and accepts deliverables

☐ Other (list)

Close-out:

☐ Reviews final report

☐ Decides on disbursement of equipment

☐ Reconciles payments with work performed

☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)

☐ Certifies deliverables

☒

☐ Resolves close-out issues with Grants Management Office/other agency

☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

Percentage of Time Spent on Interagency Agreements Management:

2 %